Montague Area Public Schools

Emergency Drill Documentation Form

**School Year 17-18**

Reporting School: \_\_\_RRO\_\_\_\_

Drill # For The School Year: #1

**Type of Drill:**

\_\_\_ Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)

\_\_X\_ Tornado Safety Drills (2 required in the school year; 1 must be held in March) \_\_\_ Lock Down (3 required; 1 before December 1 & 1 after January 1)



**Time of Drill:**

\*At least one drill is required to not be during class time.

\_\_X\_ During class time

\_\_X\_ In between classes/during class changes\*

\_\_X\_ Recess or lunch time\*

\_\_X\_ Other time when a significant number of the students are gathered but not in the class room\*



Date of Drill: 1-11-2018 Time of Drill: 9:20 AM

Time Required to Evacuate/Shelter/Secure: 5 minutes and 35 seconds Total Number of Participants: 514 plus staff

Remarks/Observations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of School Principal (or designee): Jeff Henderson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if not conducted by Principal)



If the drill was coordinated with agencies such as Law Enforcement, Fire Department, or Emergency Management Coordinator, list agency, name, title here.

Agency: Law Enforcement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: Chief Rought\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: Chief of Police\_\_\_\_\_\_\_\_\_\_

Agency: Fire Dept.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: Chief Anderson\_\_\_\_\_\_\_\_\_ Title: Chief of Fire Dept\_\_\_\_\_\_\_\_